



DEFENSE CONTRACT AUDIT AGENCY
DEPARTMENT OF DEFENSE
8725 JOHN J. KINGMAN ROAD, SUITE 2135
FORT BELVOIR, VA 22060-6219

IN REPLY REFER TO

OWD 720.3.1

July 11, 2002
02-OWD-039(R)

MEMORANDUM FOR REGIONAL DIRECTORS, DCAA
DIRECTOR, FIELD DETACHMENT, DCAA

SUBJECT: Audit Management Guidance on DMIS Activity Codes for DCAA Assistance to the Defense Finance and Accounting Service

In order to facilitate reporting on the progress and results of our audit services to DFAS, several metrics have been identified requiring data to be captured in DMIS. These metrics will be used for both external and internal briefings. FAOs will see changes to the DMIS screens for activity codes 17310 Contract Over/Underpayments, 17320 Debt Collection, 17330 Reconciliation of Contracts, 17390 Other Assistance to DFAS, and 17500 Progress Payments after the installation of DMIS release 2.16p. This release was distributed to the DMIS Administrators and COMPUSA technicians on July 9, 2002.

The enclosure describes the new fields that will appear on the Disposition tab with brief explanations, by activity code, of the data to be entered. It also describes two changes to the Setup screen. In addition to Setup and Disposition, these assignments will have the Request, Reimbursable, and Supplemental tabs available. The Follow-up Letter and Negotiation/Settlement tabs will not be accessible on these assignments. Although the Reimbursable tab is available, 173xx assignments should only be set up as reimbursable if a civilian agency has specifically requested the FAO to perform the effort.

FAOs should enter the disposition information for 173xx assignments already closed this fiscal year. Due to the volume of progress payment assignments, it is not necessary to go back into DMIS to update the completed 17500 assignments.

If you have any questions on this memorandum, please contact Kristine Harris, Program Manager, Workload Analysis Division, at (703) 767-2257, or Kristine.Harris@dcaa.mil. If you have questions on the audit guidance pertaining to DFAS assistance or payment issues, please contact the appropriate regional personnel.

/s/ by Joseph J. Garcia for

Earl J. Newman
Assistant Director
Operations

Enclosure: a/s

DISTRIBUTION: C

SUBJECT: Audit Management Guidance on DMIS Activity Codes for DCAA Assistance to the Defense Finance and Accounting Service

New Fields on Disposition Screen

	17310 Contract Over/Underpayments	17320 Debt Collection	17330 Reconciliation of Contracts	17390 Other Assistance to DFAS	17500 Progress Payments
Reviewed/Requested Amt (000)		Disputed debt amount	Contract value		Progress payment requested amount (line 26 of SF 1443)
Recom/Reconciled Amt (000)		Recommended debt amount	Amount reconciled		Progress payment recommended amount (from audit report)
Overpayments Reported (000)	Dollar amount of overpayments reported to DFAS		Over/underpayment amount as a result of the reconciliation. Underpayments should be input as a negative amount.		
No. of Overpayments Reported	Number of overpayments reported to DFAS				
Refunds Reported (000)	Dollar amount of refunds reported to DFAS				
No. of Refunds Reported	Number of refunds reported to DFAS				
No. Contracts Reviewed				Number of contracts reviewed for billing/ payment instructions	
No. Contracts with Bill Exceptions				Number of contracts noncompliant with billing instructions	
Dollars Exceptions (000)				Dollars exceptions due to noncompliance with billing instructions	
Internal Control Deficiencies	Internal control deficiencies identified during audit (Y/N)				

Changes to Setup Screen

	17310 Contract Over/Underpayments	17320 Debt Collection	17330 Reconciliation of Contracts	17390 Other Assistance to DFAS	17500 Progress Payments
RFP/Contract No.		Required	Required		Required
Est. Dollars Amount (000)		Disputed debt amount	Contract value		Progress payment requested amount (line 26 of SF 1443)